



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
BLDG 237, B AVE, P.O. Box 105021  
FORT IRWIN, CA 92310-5000

IMNT-ZA

4 January 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center  
Policy #9, Installation Access Control on Fort Irwin.

1. References.

- a. AR 190-13, The Army Physical Program, 25 February 2011
- b. OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 211313Z NOV14
- c. FRAGMENTARY ORDER 01 to OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 151313Z DEC14
- d. FRAGMENTARY ORDER 02 to OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 231413Z JAN15
- e. FRAGMENTARY ORDER 03 to OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 231413Z JAN15
- f. FRAGMENTARY ORDER 04 to OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 131313Z APR15
- g. FRAGMENTARY ORDER 05 to OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 280830Z APR15

2. Purpose. To establish an installation policy for access control on Fort Irwin.

3. Applicability. This policy applies to all personnel entering and residing on Fort Irwin.

4. Policy. Installation access control is a critical aspect of the installation security program. Access control measures are employed to protect personnel and resources and to enhance the security posture of NTC and Fort Irwin. In accordance with reference (a) the Installation Commander is responsible for establishing and maintaining an Access Control Program to ensure only authorized individuals enter the installation.

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5. Installation Access Requirements. In accordance with references (a) thru (g) persons seeking access to the installation must provide a valid form of identification, demonstrate a valid purpose for access and be favorably vetted. These three requirements for access are further defined below:

a. Identification. Persons between the ages of 15-17 (when not accompanied by a parent or guardian) and all others age 18 years of age or older who request access to the installation, must show a valid form of state or federally issued photo ID. All forms of ID used for entry must contain a valid expiration date (except military retiree ID card). The photo and information must match the person presenting it and not show any signs of alteration or mutilation. All Identification cards shall be surrendered for a "hands-on" visual inspection. This will require patrons to remove IDs from any container or wallet for inspection. ID's which appear to be forged or tampered with will be confiscated by access control/security personnel. If persons arrive without a valid form of photo ID, they will not be allowed access. Persons on the installation are not allowed to telephonically "vouch" for the identity of someone without ID. If the person is a valid ID card holder and the ID card is on the installation (work or home) the Police Desk may provide escort. Valid forms of identification are as follows:

- (1) DD Form 2 (active, reserve, retiree) ID Card
- (2) DOD CAC
- (3) DD 1173 (US Uniformed Services ID and Privilege Card)
- (4) State or US Territories (i.e. Puerto Rico, Guam and Virgin Islands) issued Drivers License or ID Card
- (5) DA Form 1602 (Civilian and Gold Star Family Member ID)
- (6) DD Form 2574 (AAFES ID and Privilege Card)
- (7) TSA issued Transportation Worker Identification Credential (TWIC)
- (8) Air Force (AF) Form 354, Civilian ID
- (9) DD Form 1934, Geneva Convention ID Card for Medical and Religious
- (10) DD Form 2764, US DoD/Uniformed Services Civilian Geneva Convention ID
- (11) DD Form 489, Geneva Convention ID Card for Civilians
- (12) US and foreign passport

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(13) Foreign Government ID (upon coordination)

(14) Fort Irwin Badge

b. Purpose. In addition to being identity proofed and vetted personnel requesting entry to the installation must demonstrate a valid purpose for access. CAC holders and military ID card holders (retirees, dependents, reserve, national guard etc.) have an inherent official purpose for installation access. Visitors, contractors and vendors will have their need for installation access verified (e.g. verification by an installation affiliated sponsor, approved access roster, bill of lading, visitor pass request etc.).

c. Vetting. Vetting is the process of investigating someone in order to determine their fitness (e.g. trustworthiness) for entry onto the installation. The vetting of persons is conducted at either the Visitors Information Center (VIC) or the Installation Access Control Point (IACP) by a check of records (criminal history and wants/warrants) through the National Crime Information Center Interstate ID Index (NCIC-III). This is the Army minimum baseline background check for entrance onto Army installations. Vetting queries are considered valid for one year from the date of the NCIC-III check providing this date was recorded. CAC holders, military ID card holders (retirees, dependents, reserve, national guard etc.) and TWIC holders have been previously vetted and therefore do not require NCIC-III checks.

## 6. Credentialing.

a. Passes and Badges. Upon favorably vetting and identity proofing, all persons who are not in lawful possession of a valid DoD CAC, DoD Military ID (DD Form 2 and DD Form 1173) or a TWIC, but having a validated purpose for access, will be issued a temporary visitors pass, a visitor pass or a Fort Irwin badge.

(1) Temporary Visitor Pass. The Temporary Visitor Pass is a hand written pass, with name and expiration date fields, utilized during periods when the VIC is unmanned. These passes will be issued for the term requested by the sponsor but not beyond the next date the VIC is scheduled to be open. Temporary Visitor Passes will not be issued for more than 3 days without approval by the Directorate of Emergency Services (DES).

(2) Visitor Pass. The Visitor Pass is a machine generated credential, with an imprinted photo, name and expiration date, issued to personnel requiring physical access to the installation for 30 days or less. These passes will be issued for the term requested by the sponsor but not longer than 30 days without approval by the DES.

(3) Fort Irwin Badge. The Fort Irwin Badge is a Defense Biometric Identification System (DBIDS) like credential with an imprinted photo, name and expiration date, issued to personnel, requiring physical access to the installation for more than 30 consecutive

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days or more than 20 days within a 1 year period (e.g. copier service technicians, Southern California Edison employees, etc.).

Badges will be issued for the term requested by the sponsor but not longer than 1 year. NCIC-III checks will be re-conducted at least annually for all Fort Irwin Badge holders.

b. Credential Recovery. Sponsors will be held responsible for immediately notifying the DES of suspended or terminated employees and for the turn in of expired or revoked credentials. COR's are responsible for taking possession of all credentials issued to contractor personnel and returning them to the DES upon termination or completion of a contract.

## 7. Access Requests.

a. Sponsorship. Non DoD affiliated personnel requiring access to NTC and Fort Irwin must be sponsored. Only active duty and retired services members and their spouses and DoD civilians are authorized to sponsor guests, vendors and contractors seeking installation access. Access requests must be submitted in writing. They may be emailed or hand carried by an authorized sponsor to the VIC (or IACP after hours). All requests submitted via email should be submitted to [usarmy.irwin.imcom.list.visitor-info-center-mbx-owners@mail.mil](mailto:usarmy.irwin.imcom.list.visitor-info-center-mbx-owners@mail.mil) and MUST be submitted from a government email account. There are three types of access requests:

(1) Visitor Pass Application. Utilized for unofficial access (e.g. family, friends, acquaintances or vendors requiring access to billets or housing areas). The form maybe found on the Fort Irwin website (<http://www.irwin.army.mil>) under the visitor tab.

(2) Access Request Memorandum. Utilized for visitors, vendors, and contractors on official business. The memorandum template is available from the DES.

(3) Official Foreign Visit Request Form. This form should be utilized for foreign nationals requiring access to conduct official visits. The form maybe found on the Fort Irwin website (<http://www.irwin.army.mil>) under the visitor tab.

b. Official Foreign Visitors. An Official Foreign Visitor is any foreign national or US citizen who represents a foreign government or business entering or seeking to enter NTC and Fort Irwin, and whose visit has been coordinated through the US State Department and appropriate Army channels. Official Foreign Visitors (e.g. Foreign Liaison Officer, Foreign Exchange Personnel, and Cooperative Program Personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit System-Confirmation Module will be used to confirm that a proposed official visit to an Army installation by a foreign government representative has been approved through the Foreign Visits System, and to record the arrival of such visitors.

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c. Escorted Access. Non-DoD affiliated personnel who cannot be vetted through

NCIC-III (e.g. do not have a valid Social Security Number or are foreign nationals) may be escorted onto the installation on a case-by-case basis. The escorted person must present a valid state driver's license, valid state ID card with photo, a valid U.S. passport, or a valid passport from other countries cleared by the State Department or a Form I-551 (Permanent Resident Card, aka 'Green Card'). Only Army members, including active duty and retired service members and spouses, DoD civilians and CAC holding contractors are authorized to escort personnel. Designated escorts must maintain 24/7 contact with the person they are charged with escorting. Personnel whose NCIC-III check results in a determination that they are unfit for access will not normally be granted escorted access.

7. Installation Access Denial. Personnel who cannot provide a valid purpose for access; do not present a valid form of identification; are listed on the current Barred Persons List; or generate credible derogatory information from the NCIC-III check indicating the individual may present a threat to the good order, discipline or health and safety of the installation will be denied entry onto the installation.

a. Security personnel performing the access control mission and conducting the NCIC-III checks will deny installation access to any individual whose background check returns any of the following derogatory information:

(1) An individual's claimed identity cannot be verified based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.

(2) The individual has a current arrest warrant regardless of the offense(s) or violation(s).

(3) The individual is currently barred entry or access to a federal installation or activity.

(4) The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.

(5) The individual has a United States conviction for espionage, sabotage, treason, terrorism or murder.

(6) The individual is a registered sex offender.

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(7) The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.

(8) The individual has been convicted of a felony firearms or explosives violation.

(9) The individual has engaged in acts or activities designed to overthrow the United States Government by force.

(10) The individual is identified in the Terrorist Screening Data Base (TSDB) as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

(11) The NCIC-III check returns criminal information, though not specifically covered by one of the above disqualifying factors, causes access control personnel to reasonably suspect that the individual presents a potential threat to the good order, discipline, or health and safety to the installation (e.g. an extensive criminal history or multiple offenses associated with violence). In such circumstances access control personnel will refer such information to the Provost Marshall's Office (PMO) (or Watch Commander after hours) for access determination.

b. Personnel who have been denied access based upon one or more of the above factors will be issued a Denial of Access Waiver Procedure memorandum. The memorandum outlines the process for submitting a waiver application. The Garrison Commander will notify, in writing, those who have submitted a waiver application with a final determination.

8. The proponent for this policy letter is the Director of Emergency Services at 380-1258.

  
G. SCOTT TAYLOR  
COL, AR  
Commanding

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